

September 9, 2003

QS50 (03-59)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee (SHE)
Working Meeting – August 13, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, August 13, 2003, in Building 4202, Conference Room 326A. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

Opening Remarks (Nance Jo Ogozalek/ED33 Chairperson)

Nance Jo promptly began the SHE Working Committee meeting thanking everyone for attending.

Safety Moment (Dennis Davis/QS50)

Dennis shared a story about a mishap his wife had over the weekend. She slipped and fell on the stairs at their home. Fortunately, she was not injured because she was holding the handrail. He pointed out that everyone should pay close attention to their surroundings.

Program Improvement Corrective Actions (Nance Jo Ogozalek/ED33 Chairperson)

Nance Jo reported on the following activity of the SHE Committee:

- SHE 13.A - Dennis will complete soon.
- SHE 1.5.1A – The action has been completed, but needs to be officially documented
- SHE1.8B – Needs to be reviewed by the committee
- SHE 2.5DT – Tom Dollman (SD01) will ask the following question at the next Ad Hoc meeting: “Will the Directorate be responsible for taking action on overdue items?”
- SHE 3.1.9.4 – The Committee voted to accept the new verbiage for load limit signs.

Nance Jo also reported on the committee and subcommittee milestones. The chart presentation is attached as Enclosure 2.

New Business (Nance Jo Ogozalek/ED33)

- Hard copies of the minutes will only be distributed to members who do not have electronic access.
- The minutes for the June 25 and July 16 meetings were approved.
- There will be a vote to determine if the SHE Committee will have a booth at Family Day and Safety Day 2003. Suggestions for “give-aways” should be sent to Tom Dollman (SD01).

Performance Evaluation Profile (PEP) Survey Results (Kristie French/QS50)

Kristie reported on the results from the recent PEP Survey. The chart presentation is attached as Enclosure 3.

Subcommittee Reports

Wellness and Ergonomics (WERG) (Charles Dischinger/ED42)

Charles reported that the WERG subcommittee has been identifying a way to provide another manager’s checklist for mishap reports. He concluded that they are not the right committee to lead that action. He also stated that they are making progress on finding ways to make MSFC a more runner/biker friendly Center.

Radiation

No report

Pressure Operations

No report

Machine Shops

No report.

Lockout-Tagout

No Report

Lifting Devices and Equipment

No Report

Laboratory Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported on the Laboratory Operations subcommittee. The chart presentation is attached as Enclosure 4.

Safety Assessment

No Report

Hazardous Chemicals and Materials (Laurel Karr/SD46)

Laurel reported on the Hazardous Chemical and Materials subcommittee. The chart presentation is attached as Enclosure 5.

Contractor Safety Forum

No report.

Building Managers (Brenda Wade/FD43)

Brenda reported that the Building Managers subcommittee has completed its charter. They have also completed their article for the Marshall Star, but are still working on Areas of Improvement. The chart presentation is attached as Enclosure 6.

Safety Concerns Reporting System (SCRS) Tom Dollman/SD01)

Tom reported that there are a couple of late SCRS. He also stated that the SCRS subcommittee has decided only to meet when needed and would like to remain as an Ad Hoc committee.

Hazardous Operations DirectoratesSpace Transportation (Tammy Barcala/TD40)

Tammy reported on the Space Transportation Directorate. The chart presentation is attached as Enclosure 7.

Science (Tom Dollman/SD01)

Tom reported on the Science Directorate. The chart presentation is attached as Enclosure 8.

Flight Projects (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. The chart presentation is attached as Enclosure 9.

Engineering (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. The chart presentation is attached as Enclosure 10.

Center Operations (Jim Carter/AD01)

Jim reported on Center Operations for Cathy Miller/AD62. The chart presentation is attached as Enclosure 11.

The next SHE Committee Meeting is scheduled for August 27, 2003, at 2:00 p.m. in Building 4200, Conference Room P110.

Original signed by

David J. Spacek
Manager
Industrial Safety Department

11 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

ENCLOSURE 1

SHE WORKING GROUP MEETING AGENDA

Wednesday, August 13, 2003

2 pm, Building 4202, Room 326A

Open Meeting (Nance Jo Ogozalek / Chairperson)

Safety Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

SHE Committee Reports

- **MSFC Family Fun Day, September 20th**
- **Safety Day, October 8th**
- **SHE Committee Awards Program (Tom Dollman/SD)**

Special Reports

- **PEP Survey Results (Kristie French/QS50)**

Subcommittee Reports

(Include status for SHE Action # 02-020: Program Improvement Targets and Budget requests)

((Send charts electronically to Lisa Zendler or Amelia Mathison, HEI))

- ❖ **Wellness & Ergonomics**
- ❖ **Radiation**
- ❖ **Pressure Operations**
- ❖ **Machine Shops**
- ❖ **Lockout-Tagout**
- ❖ **Lifting Devices & Equipment**
- ❖ **Laboratory Operations**
- ❖ **Safety Assessment**
- ❖ **Hazardous Chemicals & Materials**
- ❖ **Cryogenics**
- ❖ **Contractor Safety Forum**
- ❖ **Building Managers**
- ❖ **SCRS Ad Hoc**

Hazardous Operations Directorates

((Send charts electronically to Lisa Zendler or Amelia Mathison, HEI))

- **Ad Hoc Committee for Program Improvement Targets**
- **Space Transportation**
- **Science**
- **Flight Projects**
- **Engineering**
- **Center Operations**

New Business

Open Actions (Dennis Davis/QS50)

Next Meeting – August 27, 2003; 2 pm; Building 4200, P110

Enclosure 2

SHE COMMITTEE STATUS REPORT

August 13, 2003

➤ SHE Program Improvement Targets - Corrective Actions

- **SHE-1.3A:** MPG 8715.1 - Revision In Progress, ECD: 8-4-03
New ECD: 8-31-03
- **SHE-1.5.1A:** Annual Training Plan - In Progress, ECD: 7-15-03
Completed and Closed
- **SHE-1.8B:**
2002 Final Report - In Progress, ECD for review: 8-11-03
In QS50 for review
2003 Annual Plan – In Progress, ECD for review: 8-29-03
- **SHE-1.8C:** PEP Survey Results –
will be incorporated with PICA in FY04, ECD: 8-29-03
- **SHE-2.8A:** Close call trending, HQ developing IRIS database,
ECD: 04-30-04 for Phase III completion
- **SHE-4.1B:** Root Cause training – Supervisors may access accident
investigations training videos from SHE library.
Next MORT class in FY04

Updates from meeting shown in italics

SHE COMMITTEE STATUS REPORT

August 13, 2003

➤ SHE Program Improvement Targets – Corrective Actions (continued)

- **SHE-2.5D: Monitor progress on corrective actions within each MSFC organization. Provide corrective action assignees with technical and other resources needed to complete actions. Take management action overdue items. (Star 3.4-03)**

SHE Committee recommends Directorates be responsible for

taking actions on overdue items. => not accepted at June 11 or July 16 meetings

Assigned to Directorates with Hazardous Operations Ad Hoc Subcommittee

- **SHE-3.1.9.4: Assure that load limit signs are in place on all overhead storage areas. (Self-Assessment 2, # 64)**

Latest rewording >>

Assure the load limits of floors are not exceeded. As a minimum, provide load limit signs on:

- **Open floors on top of rooms within rooms that are used for storage.**
- **Any elevated or raised floor where there is a high potential of it being inadvertently overloaded.“**

Wording approved by membership, 8/13/03

Updates from meeting shown in italics

SHE COMMITTEE STATUS REPORT

August 13, 2003

➤ Committee and Subcommittee Milestones

- ❖ Radiation Subcommittee to report at next MTM**
- Next MTM is Sept. 2nd, 8:30 am, 4200, P110**

➤ New Business

- ❖ Meeting Minutes – June 25, July 16, July 30 - discussion & approval**
June 25 and July 16 minutes approved; July 30 not completed yet
- Meeting with Dave King, MSFC Center Director – to be scheduled**
- HQ Draft NPG: Third party certification of SHE Program –**
Briefing on schedule and requirements given to Axel Roth, 8/4/03
- MSFC Family Day – Sept. 20th – Will SHE Committee have a booth?**
Membership to consider; will discuss at 8/27 meeting
- Safety Day – Oct. 8th – Will SHE Committee have a booth?**
Membership to consider; will discuss at 8/27 meeting

Enclosure 3

MSFC PEP Survey Participation August 13, 2003

Organization	Division	Emp %	Mgr %
MSFC Civil Service			
Center Operations Directorate	AD01, 04, 10	90	75
Center Operations Directorate	AD20	96	100
Center Operations Directorate	AD30	87	100
Center Operations Directorate	AD40	87	75
Center Operations Directorate	AD50	79	100
Center Operations Directorate	AD60	68	75
CAER Directorate	CD	97	90
Office of the Director	DA/DD/DE	100	100
Engineering Directorate	ED01	86	100
Engineering Directorate	ED02	100	
Engineering Directorate	ED03	100	
Engineering Directorate	ED10	87	100
Engineering Directorate	ED20	98	100
Engineering Directorate	ED30	96	100
Engineering Directorate	ED40	98	100
Flight Directorate	FD	94	100
Equal Opportunity Office	OS	100	100
Chief Counsel	LS	100	100
Office of CFO	RS	85	88
Procurement Office	PS	86	67
S&MA	QS	82	100
Science Directorate	SD	90	93
SLI	UP	72	88
X37	UP40	57	100
Space Shuttle Project Office	MP	98	100
Space Transportation Directorate	TD	90	100
SMO	VS	100	100

Center Averages

Employees 4.3 (90%)

Managers 4.5 (95%)

White – 0-49% Light Green – 75-99%

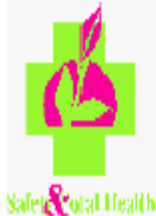
Yellow – 50-74% Green – 100%

Organization	Division	Emp %	Mgr %
MSFC On-Site Contractor			
ACCENTURE		76	60
AJT Medical	Medical	100	100
AJT		100	100
ASRI	CAERS Support	100	100
ALPHA		100	
BAE Sytems	RAES	95	100
bd Systems	(Microgravity and Av	100	100
Bionetics		100	
Boeing	Boeing	98	94
Boeing Rocketdyne		67	67
CNI		100	100
CIS		100	100
CSC	PRISMS	95	100
Cortez III		86	100
CMT		100	100
Eagle		94	0
EG&G		100	100
Ga Tech		100	
Gray Research		100	
HEI		100	100
ICRC		96	100
JOPPA		93	100
LB&B		100	100
Lockheed Martin (UMS)		100	100
Madison Research		100	100
Mainthia		99	100
Morgan Research Corp		100	100
NASA Exchange		100	86
Nicks Lawn Service		75	100
ODIN		74	25
Optical Science Corp		100	100
Pace & Waite		97	100
QTEC		100	
R.W.Beck		100	100
S3		100	
SAIC		100	100
Sierra Lobo Inc		93	100
Sverdrup	MA	100	100
Sverdrup	ME	100	100
Sverdrup	MF	100	100
Sverdrup	MM	100	100
Sverdrup	MP	100	100
Sverdrup	MR	100	100
Sverdrup	MS	100	100
Sverdrup	MT	100	100
TBE	EXPRESS	88	100
TBE	(Pressure & Propella	100	100
TBE	SDOS	99	100
Thiokol		60	100
UAH		64	
USA		100	100
USRA		100	

Marshall Space Flight Center


For Period

Jun,2003



PEP Score
for
Employees

Jun,2003



Safety & Occupational Health

PEP Score
for
Employees

	Management Leadership and Employee participation				Worksite Hazard Analysis				Hazard Prevention and Control				Safety Health Training		
	Management Leadership and Employee participation				Workplace Analysis		Accident and Record Analysis		Hazard Prevention and Control		Emergency Response		Safety Health Training		
	Management Leadership	Employee Participation	Implementation Tools	Contractor Safety	Survey and Hazard Analysis	Inspection	Reporting	Accident Investigation	Data Analysis	Hazard Control	Maintenance	Medical Program	Emergency Preparedness	First Aid	Training
Marshall Space Flight Ce	4.3	4.4	4.4		4.4	4.5	4.4	4.2	4.1	4.3	4.5	4.1	4.3	4.4	4.2
15 Element Avg.	4.3	4.4	4.4		4.4	4.5	4.4	4.2	4.1	4.3	4.5	4.1	4.3	4.4	4.2
6 Element Avg.				4.4			4.4		4.1			4.2		4.4	4.2
4 Element Avg.				4.4				4.3						4.3	4.2
Overall Score	4.3														



Marshall Space Flight Center


For Period

Jun, 2003



PEP Score
for
Management

Jun,2003


Safety & Health

PEP Score
for
Management

	Management Leadership and Employee participation				Worksite Hazard Analysis				Hazard Prevention and Control				Safety Health Training		
	Management Leadership and Employee participation				Workplace Analysis			Accident and Record Analysis		Hazard Prevention and Control		Emergency Response		Safety Health Training	
	Management Leadership	Employee Participation	Implementation Tools	Contractor Safety	Survey and Hazard Analysis	Inspection	Reporting	Accident Investigation	Data Analysis	Hazard Control	Maintenance	Medical Program	Emergency Preparedness	First Aid	Training
Marshall Space Flight Ce	4.6	4.6	4.4	4.5	4.5	4.6	4.5	4.6	4.3	4.5	4.3	4.4	4.6	4.5	4.4
15 Element Avg.	4.6	4.6	4.4	4.5	4.5	4.6	4.5	4.6	4.3	4.5	4.3	4.4	4.6	4.5	4.4
6 Element Avg.				4.5			4.5	4.5				4.4			4.4
4 Element Avg.				4.5					4.5					4.5	4.4
Overall Score	4.5														

MSFC 2003 PEP Participation and Scores by Group

Type	Score	% Participation
• Civil Service Employee	4.4	(89%)
• Civil Service Manager	4.6	(95%)
• Contractor Employee	4.2	(91%)
• Contractor Manager	4.4	(95%)
• Overall Employees	4.3	(90%)
• Overall Managers	4.5	(95%)

Next Steps...

- Reports will be compiled and distributed for each Directorate or Contractor with 10 or more employees.
- Contractor Results will be provided to their Civil Service Directorates.
- Centerwide Issues will be provided to SHE Committee for Centerwide Get Well Plan.

Laboratory Operations Subcommittee Report

August 13, 2003

⊕ Current Activities:

- Continuing search for other chemical labeling software
- Preparing Logo
- Planning for MSFC Family Day, September 20th
- Planning for Safety Day, October 8th
- Evaluating Brady Signmark chemical labels
- Campaign for additional members

⊕ NFPA Sources – “Diamond” Hazard Ratings

- U.S. Fire Administration:
<http://www.usfa.fema.gov/fire-service/hmgfr3.shtm>
- “Fire Protection Guide on Hazardous Materials” handbook available at OMEH office, building 4249

⊕ Next Meeting: August 14th, 2 pm, building 4612, room 2403 Representative from Bama Jammers – promotional items

***Hazardous Chemicals/Materials Subcommittee
Report***

➤ Status of Current Initiatives: **8/13/03**

❖ Coordinate with Fire Department

- ✓ Develop goals for making sure firefighters have the information they need in an emergency situation (e.g. posting signs, maps at each entrance)

- ✓ Include representatives on safety walk-throughs.

Status: Met with Redstone Arsenal Fire Chief Troy Vest on 8/12/03.

- ✓ Recently Environmental Engineering Department have given inventory CDs to Fire Department with chemicals in each room of each building. They can have this in their laptops - this is much faster than the access they had before on the way to a fire. Chief Vest is trying to get the Army to do something similar.
- ✓ If we want person from fire department on safety walk-throughs NASA would have to fund a person just for this activity.

➤ Status of Current Initiatives (Continued):

- ✓ EG&G, working for Environmental Engineering Dept, is thinking about modifying the inventory list given to the Fire Dept. by listing the most hazardous items in each room – or just highlighting them on the list they have.
- ✓ Another way to help the fire dept. is by preplanning with them for worst case scenarios, in case of fire – what equipment and supplies they need with them, where they would meet the person working with the hazardous substance, etc.
- ✓ They will also come to NASA buildings having new equipment or processes in order to familiarize themselves what might be faced, in case of fire.
- ✓ EG&G is trying to pinpoint receiving points for NASA contractors, in order to try and get better recording of hazardous materials being brought in and stored.

➤ Status of Current Initiatives (Continued):

- ❖ Add disposition of assigned hazardous chemicals/materials to employee termination check-list

Status: Talked with Edwina Bressette – Need to send information to Mack Blackmon. Formulating a proposal to SHE for next meeting.

- ❖ Investigate IFMP Orders for Chemicals Being Routed Through OMEHS

Status: Fix was supposed to be in place shortly at end of April.

- ❖ Send out notice to all Hazardous Chemicals/Materials users to reinforce applicable rules for notifying OMEHS of new purchases, and Safety when initiating new processes.

Status: Formulating wording for notice

Building Managers Subcommittee



✚ *Submitted Charter to the Chairman for review.*

✚ *Submitted Marshall Star write-up to Judy Milburn.*

✚ *Still trying to get Building Managers to complete the SHE Program Improvement Targets.*



TD Directorate Report – August 13, 2003

Safety Findings Open

- SCRS

2 open 0 late

- #3138 Opened 5/21/03, Bldg 4203, emergency evacuation chairs (Training is scheduled on 8/19/03 for 4 volunteers to operate a chair located on the 6th floor).
- #3196 Opened 8/5/03, Bldg. 4203, occupied and unoccupied personal and delivery vehicles, parked in the loading area near the North stairwell exit and adjacent to the building air handler intake is allowing the intake of vehicle exhaust fumes into the air handler system (recommendation is to put up no parking zone signage and send out a warning to the center via Inside Marshall that security will ticket violators).

- HAZTRAKs

20 open 3 late

2 have electrical work being completed now, 1 against whole building 4584 for housekeeping issues

- Close Calls

0 open 0 late

- Mishap

2 open 0 late

#2003-65 is being held open for unknown reason (accumulator bottles)

#2003-108 is off-site at SAFT Facility with Orbital Sciences Corporation. It is currently under investigation for corrective action to be assigned to SAFT.



TD Directorate Report – August 13, 2003

SHE Program Improvement Targets

TD Closed Targets:

How Closed:

- | | | |
|-----------------------------------|---|---|
| 1) SHE-1.1.2A (Part 1 & 2) | ✓ | July SHE Refresher Training, Charts 5 & 6 |
| 2) SHE-1.1.3A | ✓ | TD Monthly Safety Review given at staff meeting |
| 3) SHE-1.5.1C | ✓ | SHE MTM reporting and TD Monthly Safety Review |
| 4) SHE-1.5.1E | ✓ | July SHE Refresher Training, Charts 18, 19, & 20 |
| 5) SHE-1.5.5F | ✓ | Mandatory safety training Feb/Mar 2003 and Chart 30 |
| 6) SHE-1.5.5G | ✓ | July SHE Refresher Training, Charts 7 & 32 |
| 7) SHE-1.8D | ✓ | Presented 2002 metrics with the July 2003 safety topic |
| 8) SHE-2.6A (Partially closed) | ✓ | SCRS reporting is closed, question on how to report a hazard? |
| 9) SHE-2.6E | ✓ | Mandatory safety training Feb/Mar 2003, and Chart 30 |
| 10) SHE-3.1.4B | ✓ | July SHE Refresher Training, Charts 8 & 22 |
| 11) SHE-3.1.8A (Partially closed) | ✓ | IHOPS, FRIs and JHA reviews, need to assure closure |
| 12) SHE-3.1.9.4A | ✓ | July SHE Refresher Training, Charts 30 & 32 |
| 13) SHE-3.1.9.4B | ✓ | TD Monthly Safety Review given at staff meeting |
| 14) SHE-3.1.9.5 | ✓ | Mandatory safety training Feb/Mar 2003, and Chart 30 |
| 15) SHE-4.4C | ✓ | Mandatory safety training Feb/Mar 2003, and Chart 30 & 32 |

Same chart as last month – waiting on results of PEP training and survey

SD SHE Committee Report (Aug03)

- Open SCRS Metrics (Total=2+0*):
 - (0+0) Late:
 - (1+0) Closed in past 60 days
- Open HAZTRAK corrective actions (Total=31+11*):
 - (16+11) Total for COD+UAH action
 - (5+5) Late
 - (5) 4201/4614 Just went late in August (most are minor)
 - (4) UAH resp.; Resulting from bldg. design or usage protocol;
 - (1) Load Limit signs for overhead storage; SHE action
 - (24+82) closed in past 60 days
- Open mishap/close-call corrective actions (1+0*)
 - Delivery Vehicle and Loading Dock Mismatch – in work for Oct 1
- PITAs: 13 closed in July (except 1 Dept.); 23 for CAITS

* Note: Includes SD-on-site + off-site (i.e., NSSTC) buildings

Flight Projects August 2003

SHE Report

- **SCRS** (60 days)
 - 4 Open (No New actions)
 - 1 closed during period (altered deflector on the Ground Main Mower)
 - 1 & 2 - inadequate lighting in parking lots 4708/4755 (IDIQ placed to correct problem)
 - 3) Parking problem on service road that runs parallel on Gemini Road (one way sign to be installed on service Rd & Gemini to be painted with diagonal parking lines)
 - 4) The equipment room in Bldg. 4708 full of excess furniture obstructing access to equipment.
- **HAZTRAK** (25 days)
- 9 Open (Fire Alarms Panel, Improperly labeled Tubing & piping)
- No new actions entered in Mid July thru Mid August
 - Lights located < 7ft from floor without guards (East Bldg 4610) Closed 7/3103
- Of the 9 open, 7 are assigned to Facilities

Flight Project August SHE Report

Close Calls/Mishaps

No close calls reported

Program Improvements Targets

- **Updating matrix to reflect status of closed improvements & new target dates.**

Need clarification and/or guidance on several targets before attempting to work.

- **Proposed Targets assigned to other groups**
 - **1.1.3A, 1.5.5A - S&MA to provide guidance to Center**
 - **3.1.4B – AD to provide as mandatory annual topic for mgnrs**
 - **2.4D & F - Personnel Office to provide policy**
 - **2.5B – Bldg.Managers to implement**

Engineering Directorate Report 8/13/03

- **SCRS**
 - 4 Open; 1 late
- **HAZTRAK**
 - 91 open for area; 72 have work orders; 15 open w/o plan; 4 open with abatement plans; 2 late
- **Mishaps/Close Call Status**
 - 2 open mishaps (corrective actions implemented or in work)
- **Self Evaluation Open Corrective Actions – SHE Program Improvement Targets**
 - Completed or Closed 21 of 26.
 - Recommended primary responsibility of two actions reassigned to Building Managers (posting reports of inspection findings), and S&MA or AD (procedure to familiarize personnel with MSDS's)

Center Operations Directorate

SH&E Report – August 13, 2003

- Open SCRS – 11
- Late SCRS – 0
- HAZTRAK – no updates available
- Mishap cases total 19 2 -new
- Corrective actions total 16 3 -new
- Self-evaluation Open Corrective Action
02-020: Open items are still being worked to closure.